

PROPERTY AND INSURANCE COMMITTEE
May 3, 2005

The meeting of the Property and Insurance Committee was called to order by Chairman Bernie Kasierski on May 3, 2005 at 6:00 PM in the County Boardroom, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Bernie Kasierski
 Orrin Helmer
 Gus Mueller
 Gene Thom
 Mike Stoddard

Others Present:
 Marge Bostelmann, County Clerk
 Dan Sondalle, Assistant Corporation Counsel
 Dave Mendleski, Maintenance Supervisor
 Al Shute, Director of Development
 Mike Handel, Sheriff

AGENDA

Motion/second(Stoddard/Mueller) to approve the amended agenda. Motion carried.

OPEN BIDS FOR GPS SURVEYOR EQUIPMENT

No bids received. Discussion was held.

Motion/second(Helmer/Mueller) to re-bid the equipment for next month and eliminate the minimum bid amount. Motion carried.

MINUTES

Motion/second(Thom/Stoddard) to adopt the minutes of April 5, 2005 as presented. Motion carried.

CORRESPONDENCE

A letter was read from Dusty Walker who would like to place a bench in memory of George Koller in Sunset Park. She would like to meet with someone to discuss the details of this request.

Motion/second(Stoddard/Mueller) to approve Dusty meeting with Bostelmann and Podgorski to discuss placing a bench in Sunset park. Motion carried.

APPEARANCES

Al Shute discussed this at the Planning and Zoning Committee and they would like to see the GIS specialist upstairs to the surveyor office and move the surveying records to the GIS room. Helmer stated that Shute explained that the surveyor records are used periodically and employees would then have to go downstairs for the viewing the records.

Motion/second(Mueller/Thom) to approve the GIS specialist employee moved upstairs to the current surveyor's office and move the surveyor's records to the current GIS room. Motion

carried.

RAIN GARDEN

Kasierski stated that it is his understanding that the rain garden will probably be located in one of the city parks rather than the Courthouse lawn. This will be removed from the agenda.

VOICE MAIL

Jeff Bates called Bostelmann and explained that he did a traffic study on our phone lines and determined that 17 lines did not receive any calls, 8 received one call and 11 received 2-3 calls. He will be sending me the information and suggested that we talk with their sales person regarding voice over IP and other options.

Helmer, Kasierski, Bill Hutchison and Bostelmann met with representatives from Convergent Solutions to discuss voice mail. They are not able to fulfill their contract as presented because they are unable to get the SMDI line CenturyTel. They are looking into other alternatives for us. Bostelmann has requested a refund of the down payment for the voice mail system.

PURCHASE REQUESTS

Highway

1½ ton cab & chassis	Ripon Ford	\$25,998 – 2005 Recommended
	Bergstrom Ford	\$27,247 – 2006
	Baird	\$31,900 – 2005
Dump body, hoist & tool box	Casper Truck	\$16,213
	Monroe Truck	\$12,911 Recommended

IT

Network cabling	Wire Technologies	\$4,496 – sole vender
Network drop	EESI	\$728 – sole vender

Law Enforcement

Jon boat & trailer	Norton's Dry Dock	\$7,094.38 – sole bidder
60 ELPT 4 stroke EFI shaft motor	Mercury	\$4141 – Recommended
	Norton's Dry Dock	\$6180
Copy Machine	Oshkosh Office	\$9,150 – Ricoh
	Modern Business	\$8,492.50 – Canon – Recommended

Clerk of Courts

New Data Drops	G&C Telephone	\$412 – requested
	Electrical Equip Service	\$430

Helmer stated that the Law Enforcement governing committee has not approved the copy machine requested by Law Enforcement and this violates the County Ordinance. The County ordinance states that the governing committee must approve the request prior to the P&I meeting.

Motion/second(Mueller/Stoddard) to approve the purchases as recommended by the governing committees excluding the copy machine for Law Enforcement. Motion carried.

Disposal of County Property:

Law Enforcement would like to dispose of six red buoys and five green buoys and to sell two 2000 Ford Crown Victoria's and two 2001 Ford Crown Victoria's at auction.

Motion/second(Helmer/Mueller) to approve disposing of the property as requested. Motion carried.

Handel stated that he would also like to request approval to advertise selling the old boat when the new boat is received.

Motion/second(Stoddard/Mueller) to approve advertising the old boat and that bids be approved by this committee at the June P&I meeting. Motion carried.

LONG RANGE PLAN FOR COUNTY A PROPERTY

Kasierski stated that he has had input from about 13 or 14 supervisors. He would like to hear from more supervisors. Helmer stated that he believes that this committee should present a resolution to the May County Board to purchase additional land. Discussion was held in designing the building with two floors rather than one floor and not require additional land for drainage.

Motion/second(Mueller/Thom) that discussion and guidance be a part of the May County Board agenda to discuss the project. Motion carried.

RESOLUTIONS/ORDINANCES None

USE OF COUNTY PROPERTY No requests

VOUCHERS

Vouchers were presented for \$6,388.02 for purchasing and \$10,257.82 for maintenance. **Motion/second(Mueller/Thom)** to approve the vouchers as presented. Motion carried.

MAINTENANCE REPORT

Office Rearranging: The maintenance crew has been busy moving Planning & Zoning Office around. Also we are in the process of changing the Clerk of Courts office around.

Student Government Days: The crew did a good job of getting the offices and halls in good shape for Student Government Day.

Annual TB Test: All maintenance employees have had their annual TB test done and they were all negative.

Problems: There have been no major breakdowns this month. The crew is trying to get things in order for summer but the weather has not cooperated.

Shredding: Most of the shredding was done today. The balance will be completed tomorrow.

Summer help: Mendleski stated that Merle Lohry called and is willing to work in the parks again. *Motion/second(Helmer/Mueller)* to approve Mendleski hiring Merle Lohry back for the summer park maintenance. Motion carried.

Fire code violations at FRI: Mendleski stated that FRI has been sited for several fire code violations, he told Ed Schuh to have an electrician come in and bring the building into compliance.

CLERKS REPORT

Maintenance copier contract: Bostelmann checked on the number of copies the contracts were based on. The numbers are read annually on each machine and are basically accurate.

COMMITTEE DISCUSSION

Next meeting date: June 7, 2005 at 6:00.

Agenda:

Kasierski stated that the maintenance staff all leaves at 3:00 pm and he questioned if an employee should be in the building until 4:30. This will be put on the agenda for next months meeting.

Helmer stated that Selsing has drafted the final document for the Berlin Trail being rerouted and it will be approved by the Highway Committee in May and will be at this meeting next month.

ADJOURNMENT

Motion/second(Stoddard/Mueller) to adjourn at 7:15 PM. Motion carried.

Submitted by,

Marge Bostelmann
Secretary